

S E C R E T

FBIS-1704/85  
22 October 1985

MEMORANDUM FOR: Director of Personnel

VIA: Chief, Personnel, DDSEI

25X1 FROM: [REDACTED]  
Director, Foreign Broadcast Information Service

25X1 SUBJECT: Retroactive Promotion - [REDACTED]

25X1 1. It is requested that the attached staff promotion action  
(Attachment A) be processed with an effective date of 13 October 1985.

25X1 2. FBIS received a cable from Seoul Bureau recommending  
[REDACTED] for promotion on the basis of her high level of performance  
as an administrative assistant since her EOD date of 9 October 1984. The  
Clerical Subpanel members polled and unanimously agreed that she should  
be promoted immediately. A copy of the cable and a request to prepare a  
promotion action (Attachment B) were sent through the FBIS Special  
Assistant for Career Development to the Personnel and Training Branch.  
Unfortunately, the material was misplaced and a promotion action was not  
initiated. [REDACTED]

25X1 3. To ensure that [REDACTED] is not penalized for the above  
administrative error, we request that the attached staff promotion action  
be processed with an effective date of 13 October 1985, which is one pay  
period late. [REDACTED]

25X1 4. If you have any questions please contact [REDACTED]  
25X1 Chief, Personnel and Training Branch, FBIS on extension [REDACTED]  
25X1 [REDACTED]

Attachments

25X1 All SECERT

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25X1

SUBJECT: Retroactive Promotion -

CONCUR:

\_\_\_\_\_  
Chief, Personnel, DDS&T

\_\_\_\_\_  
Date

APPROVED:

\_\_\_\_\_  
Director of Personnel

\_\_\_\_\_  
Date

25X1

DDS&T/FBIS/Pers  (22 October 1985)

Distribution:

Orig - Addressee (Return to D/FBIS)

1 - D/Pers w/o att

1 - C/Pers/DDS&T w/att

1 - D/FBIS Chrono w/att

1 - JDC Corres w/o att

1 - AS Chrono w/o att

1 - P&TB Chrono w/o att

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1 - 201 file -  w/att

S E C R E T

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CONFIDENTIAL

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CITE FBIS/SEOUL 10138

TO: FBIS.

RYBAT

25X1  
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SUBJECT: PROMOTION RECOMMENDATION

25X1  
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1. I RECOMMEND THAT SEOUL BUREAU PART-TIME ADMINISTRATIVE  
ASSISTANT [REDACTED] BE PROMOTED TO GS-6, STEP 1.

2. [REDACTED] HAS BEEN WORKING IN HER PRESENT POSITION FOR  
NINE MONTHS, AND IS CLEARLY READY FOR PROMOTION AT THIS TIME. SHE  
HAD HANDLED ADMINISTRATIVE RESPONSIBILITIES IN PREVIOUS JOBS, AND  
QUICKLY PUT HER EXPERIENCE TO GOOD USE IN SEOUL. SHE IS ORGANIZED,  
EFFICIENT AND COOPERATIVE, AND HANDLES THE FULL RANGE OF HER DUTIES  
IN A THOROUGHLY PROFESSIONAL MANNER. SHE IS ALSO A SELF-STARTER WHO  
INITIATES ACTION ON HER OWN WHEN NECESSARY, AND CARRIES THROUGH WITH  
MINIMAL SUPERVISION. [REDACTED] IS A FIRST-CLASS EMPLOYEE, AND THE  
25X1  
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LEVEL OF HER PERFORMANCE IS CONSISTENTLY HIGH. A PAR ON HER FIRST  
NINE MONTHS WILL BE FORWARDED, AND WILL SUPPORT THIS RECOMMENDATION.

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25X1

[Redacted]

25X1

SUBJECT: Promotion of [Redacted] to GS-06

25X1

CONCUR:

Chief

[Redacted]

25 Sept 1985  
Date

25X1

APPROV

Director, Foreign Broadcast Information Service

[Redacted]

26 Sept 85  
Date

25X1

[Redacted]

CONFIDENTIAL

OUTGOING MESSAGE

CONFIDENTIAL

OMF

C O N F I D E N T I A L

STAFF

FBIS 2084

TO: FBIS/SEOUL .Y

RYBAT ADMIN PERS Y

25X1 SUBJECT: PROMOTION RECOMMENDATION

25X1 REF: FBIS/SEOUL 10138 Y

25X1 RECOMMENDATION WILL BE CONSIDERED UPON RECEIPT OF A CURRENT

PAR.

ALL CONFIDENTIAL. H

DATE

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CHIEF, P&TB, FBIS  
AUTHENTICATING OFFICER

C O N F I D E N T I A L